

DD/S 63-5676


10 JAN 1964

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Records Disposal

1. I have reviewed your memorandum of 12 December 1963 which seems to modify your earlier estimate that the Records Center would be filled by January 1966. I am still concerned, however, that we apparently are not able to judge more precisely the life expectancy of the present Records Center space. The fact that the net growth of records during the last half of 1963 was 60 per cent less than it was for the same period in 1962 may be comforting, but I believe we need to convert this, and other general indicators mentioned in your report, into more specific terms. We cannot be satisfied with the somewhat vague and nebulous assurance that the Records Center will not be filled within a two-year period. We must develop a realistic estimate of when it will be filled if present trends continue. We should then use this estimate to determine what changes must be made in our records retirement and retention policies if we are to attain the objective of having the present Records Center serve the Agency's needs for the indefinite future.
2. Your report shows that several components have recently modified their records control schedules in ways which seem likely to afford some small relief in the press for space. On the other hand, I have recently received a request from the Director of Security that the retention period for certain financial records be extended from 12 to 20 years. Clearly this request cannot be granted simply because it is made, nor can it be rejected simply because of space problems. We need, in other words, a means of exercising evaluative judgments and maintaining controls over the substantive quality of the records we retain rather than exclusively quantitative controls.
3. In summary, I believe we must have an immediate realistic estimate of the life expectancy of the current Records Center space. This must be followed by carefully developed recommendations for modifying our records program to prolong indefinitely the life of the present Records Center.
- ✓ 4. Please submit by 24 January 1964 a comprehensive report on the Records Center including the controls which are, or should be, in effect to assure against unanticipated loss of storage space.

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Executive Officer to the ✓
Deputy Director for Support